



# City of Tempe

## SENIOR TRANSPORTATION PLANNER

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	375	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Engineering & Transportation	<i>Salary / Hourly Minimum:</i>	\$74,950
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$100,679
<i>Employee Group:</i>	TSA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Planner
<i>Safety Sensitive / Drug Screen:</i>	No	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	No		

### REPORTING RELATIONSHIPS

Receives direction from a Deputy Engineering & Transportation Director, or from other supervisory or management staff.

Exercises direct supervision over professional, technical, and clerical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of transportation planning experience, including management of complex planning and capital development programs involving multiple projects.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in city and regional planning, transportation planning, civil engineering, transportation engineering, landscape planning, architectural design, transportation planning or a degree related to the core functions of this position.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform professional planning work in the areas of architectural planning, transportation planning, and transit planning; and to act as project manager of assigned projects.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies.
- Administer professional services contracts, payments, grant reimbursements, and other required documentation.
- Administer federally funded projects; develop grant applications and design concept reports.
- Negotiate intergovernmental agreements between government agencies (i.e. MAG, RPTA, ADOT, UPRR) and private parties relative to joint construction projects and/or maintenance or operations agreements.
- Work with Community Development in identifying required transportation studies including capital improvements and demand management strategies for private development applications.
- Work with other city staff to coordinate public/neighborhood involvement and consensus building on projects as needed.
- Perform related duties as assigned.

**When assigned to Traffic Engineering:**

- Manage technical engineering, planning, or architectural support services relative to assigned area of responsibility.
- Advise construction inspectors in the interpretation of plans and resolutions of problems during construction.
- Coordinate rights of way issues and acquisitions with City real estate and property specialists.
- Work with engineering and other staff on major street and intersection improvement projects.
- Manage the traffic control and barricading program for the City and private development.
- Manage event planning and traffic control for events.
- Participate on the MAG Streets Committee in prioritizing and allocating Federal funds for various streets projects for City, County, and State projects.
- Work in conjunction with the Engineering Division to discuss and evaluate future plans for mass transportation, freeways, and street planning.
- Serve as the City's liaison to the Arizona Department of Transportation to protect the City's interests in matters of cost, road closure, lighting, and design standards.
- Represent the City in negotiations with the railroads on issues of access, right-of-way, and crossing design.
- Develop criteria standards and specifications for the City's street lighting, streets and freeway systems.
- Administer and/or participate in pre-design, construction and public input for major freeway construction projects.

**When assigned to Transportation & Transit:**

- Exercise responsibility for transportation planning projects or studies such as high capacity transit corridor planning, comprehensive transportation plan development, air quality plans, parking and transportation demand management, transit route planning, transportation model development and maintenance.
- Coordinate and provide design, technical support, and project management functions in the planning and development of the City's capital improvement plan as it relates to transit facilities, bicycle and pedestrian improvements, mass transit stops, street improvements, and neighborhood traffic management planning
- Provide capital improvement and operating budget estimates for transit, bicycle and pedestrian related projects.
- Lead or participate in the planning, design, and project management of major transit capital projects including transit centers, rail studies and implementation, standard and artistically designed bus stop improvement and installation programs, new and retrofit landscaping projects, and fueling facilities, including alternate fuels and electric charging stations.
- Lead or participate in the preparation of major bicycle and pedestrian projects including non-motorized underpasses and bridges over major barriers including freeways and arterial streets.
- Coordinate with traffic engineering, traffic operations, engineering and other City divisions and departments for bus priority treatments and intelligent transportation system applications, design and installation including bus pull-outs, signal timing technologies, dedicated bus lanes and "queue jumpers."
- Administer and/or participate in the evaluation of existing and potential transit services and make recommendations for service, program and policy changes.
- Manage the day to day operations of City's Bus, Orbit, Flash and Express routes.
- Coordinate and participate in writing, reviewing, awarding, and administering regional transit service contracts.
- Develop transit-oriented design guidelines and coordinate implementation through development review process.
- Supervise the preparation of transportation demand forecasting or transit scheduling models in TRANSCad or HASTUS (or any similar software) for small focused areas, districts and/or city wide.
- Participate on various Valley Metro, Maricopa Association of Governments and Arizona Department of Transportation committees to protect the City's interests.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;

- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective February 2001*

*Revised March 2005 (Incorporated Trans. Eng. Planner description)*

*Revised March 2005 (implemented LRT assignment, updated distinguishing characteristics between the two levels)*

*Revised February 2006*

*Revised June 2006*

*Revised December 2019 (no longer flex class, update union code to SUP; update entire job description due to dept reorg, now in Eng & Transp Dept)*